Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization: Town of Oxford

EPA NPDES Permit Number: MAR041147

Primary MS4 Program Manager Contact Information

Name: Sean M Divoll, PE Title: Director of Public Works

Street Address Line 1: 450 Main Street

Street Address Line 2: na

City: Oxford State: MA Zip Code: 01540

Email: sdivoll@town.oxford.ma.us Phone Number: (508)987-6006

Fax Number: na

Stormwater Management Program (SWMP) Information

SWMP Location (web address): https://www.town.oxford.ma.us/sites/oxfordma/files/uploads/oxford_swmp.pdf

Date SWMP was Last Updated: Sep 17, 2019

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)

☒ Bacteria/Pathogens ☐ Chloride ☐ Nitrogen ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

In State: ☐ Assabet River Phosphorus ☐ Bacteria and Pathogen ☐ Cape Cod Nitrogen
☐ Charles River Watershed Phosphorus ☒ Lake and Pond Phosphorus

Out of State: ☐ Bacteria/Pathogens ☐ Metals ☒ Nitrogen ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. ***By checking each box you are certifying that you have completed that permit requirement fully.*** *If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.*

Year 1 Requirements

☒ Develop and begin public education and outreach program

☒ Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years

- ○ The SSO inventory is attached to the email submission
- ○ The SSO inventory can be found at the following website:

There are no known SSOs in the past five years.

☒ Develop written IDDE plan including a procedure for screening and sampling outfalls

☒ IDDE ordinance complete

☐ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation

- ○ The priority ranking of outfalls/interconnections is attached to the email submission
- ◉ The priority ranking of outfalls/interconnections can be found at the following website:

https://www.town.oxford.ma.us/sites/oxfordma/files/uploads/idde_plan.pdf

☒ Construction/ Erosion and Sediment Control (ESC) ordinance complete

☐ Develop written procedures for site inspections and enforcement of sediment and erosion control measures

☐ Develop written procedures for site plan review

☒ Keep a log of catch basins cleaned or inspected

☐ Complete inspection of all stormwater treatment structures

Annual Requirements

- ☒ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☒ Keep records relating to the permit available for 5 years and make available to the public
- ☒ Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- ☒ Annual training to employees involved in IDDE program
- ☒ All curbed roadways have been swept a minimum of one time per year

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- ☒ Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☐ Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

- ☐ Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each each annual report

Lake and Pond Phosphorus TMDL

- ☐ Begin Phase 1 Lake Phosphorus Control Plan (LPCP)

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

1. Interconnections to be identified and mapped in the upcoming year.
2. Sediment and erosion control inspection/enforcement has been performed since 2005. Written procedures to be developed in the upcoming year.
3. Site plan review is currently performed; written procedures to be developed in the upcoming year.
4. Five of the 14 stormwater treatment structures were inspected during this period; the remaining structures to be inspected by the end of December 2019.
5. Street sweeping in Spring 2018 was performed. Fall 2018 sweeping did not occur due to the Town's sweeper was not functioning. A new sweeper was obtained in November 2018. Street sweeping was conducted in Spring 2019.

6. Tracking of nitrogen removal by structural BMPs to begin in the upcoming year.
7. Legal analysis for LPCP to begin in the upcoming year.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes ☐ No ☒

If yes, describe below, including any relevant impairments or TMDLs:

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period: 6

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: 1-1 Waste and Dumpster Management

Message Description and Distribution Method:

Provided audience with suggested Solid Waste Management and Hazardous Waste Management Best Management Practices document through direct mailing and posted on Town's website at : https://www.town.oxford.ma.us/storm-water-management/pages/trash-and-dumpster-management

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

All registered businesses in Town received the document by mail.

Message Date(s): 12/18/2018

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:1-2 Rain Barrel Program

Message Description and Distribution Method:

Special Event - Organized rain barrel program for residents to purchase rain barrels to collect and re-use rainwater. The program was advertised on the Town's website and the benefits of using a rain barrel is posted at : https://www.town.oxford.ma.us/department-public-works/pages/rain-barrels

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

50 Rain Barrels were purchased by residents.

Message Date(s): April 1, 2019 - May 18, 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: 1-3 Sediment and Erosion Control

Message Description and Distribution Method:

Erosion and Sediment Control Tips Flyer detailing importance of ESC, how to choose appropriate methods, installation details and maintenance activities is distributed with land disturbance permits.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW, Conservation and Land Management

Measurable Goal(s):

Flyers were distributed with each land disturbance permits issued during the message dates (one permit issued). Flyers are also included in the permit application packages and are available at the public counter in the Land Management area in Town Hall.
The flyer is also posted on the Town's website at : https://www.town.oxford.ma.us/sites/oxfordma/files/uploads/developers_contractors_stormwater_tips.pdf

Message Date(s): 5/29/2019 - 6/30/2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:1-9 Proper Disposal of Leaf Litter

Message Description and Distribution Method:

"What to do with your yardful of leaves..." flyer distributed at the Annual Fall Bulk Item Drop-off day.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

300 flyers were handed out at the Fall Bulk Item Drop-off event.
The information is also on the Town's website at : https://www.town.oxford.ma.us/stormwater-management/pages/yard-and-lawn-care

Message Date(s): November 4, 2018

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:1-10 Proper Use/Disposal of Grass Clippings & Proper Use of Fertilizers

Message Description and Distribution Method:

Fertilizer & Grass Clipping Tips flyer was distributed at the Annual Spring Bulk Item Drop Off Day.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

600 flyers were distributed at the two Spring Bulk Item Drop Off Days.
The information is also posted on the Town's website at : https://www.town.oxford.ma.us/stormwater-management/pages/yard-and-lawn-care

Message Date(s): April 27, 2019 and May 4, 2019

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:1-11 Proper Management of Pet Waste

Message Description and Distribution Method:

Dog Waste and Surface Water Quality Flyer handed out with dog licenses. Information is also on the Town's website at : https://www.town.oxford.ma.us/storm-water-management/pages/dog-waste-and-water-quality

Targeted Audience: Residents

Responsible Department/Parties: DPW and Town Clerk

Measurable Goal(s):

250 flyers were distributed to residents with Dog Licenses.

Message Date(s): January 1, 2019 - June 30, 2019

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

Oxford's Stormwater Management Program was posted on the Town's website in June 2019 encouraging review and comments. A public meeting was held on July 10, 2019.

Was this opportunity different than what was proposed in your NOI? Yes ☐ No ☒

Describe any other public involvement or participation opportunities conducted during the reporting period:

1. Four volunteer clean-up events were conducted at the French River, Lowes Brook and other sites in Town (4/6/2019, 4/13/2019, 4/27/2019 and 5/31/2019).
2. "Keep it Clean" messages were stenciled at catch basins in the downtown area by volunteers (5/31/2019).
3. The Town's main rain garden was cleaned up and new plants put in by volunteers (5/31/2019).

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified: 0

Number of SSOs removed: 0

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified: 0

Total number of SSOs removed: 0

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

Oxford's Stormwater Inventory Map includes all known catch basins, manholes, pipes, outfalls, waterbodies and municipal stormwater treatment structures. The map has been incorporated into a real-time online system for locating structures in the field, recording cleanings and inspections, and making updates.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- ○ The outfall screening data is attached to the email submission
- ○ The outfall screening data can be found at the following website:

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened: 0

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of total outfalls screened: 0

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- ○ The catchment investigation data is attached to the email submission
- ○ The catchment investigation data can be found at the following website:

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: 0

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

Outfall screening is scheduled to be conducted between August - October 2019.

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ○ The illicit discharge removal report is attached to the email submission
- ◉ The illicit discharge removal report can be found at the following website:

https://www.town.oxford.ma.us/sites/oxfordma/files/uploads/illicit_discharge_removal_report_2019.pdf

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified: 1

Number of illicit discharges removed: 1

Estimated volume of sewage removed: unknown [UNITS]

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified: 1

Total number of illicit discharges removed: 1

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Employee Training

Describe the frequency and type of employee training conducted during the reporting period:

April 2019 - Catch Basin Cleaning and Inspection training for field crew conducted in DPW office.
May 2019 - IDDE Requirements On-Line Video Training for permit coordinator conducted in DPW office.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed: 10

Number of inspections completed: 39

Number of enforcement actions taken: 0

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The current Stormwater Management By-law is being reviewed for compliance with the Year 2 requirements.

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

As-built plans and long term Operation and Maintenance plans have been required since 2005.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

No progress has been made on this requirement.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

No progress has been made on this requirement.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

No progress has been made on this requirement.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

A catch basin optimization plan has been incorporated into the Municipal Stormwater Infrastructure Operation

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ○ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ◉ The catch basin cleaning optimization plan or schedule can be found at the following website:

https://www.town.oxford.ma.us/sites/oxfordma/files/uploads/municipal_stormwater_infrastructure_om_plan_pdf.pdf

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected: 1066

Number of catch basins cleaned: 1066

Total volume or mass of material removed from all catch basins: 300 Cubic Yards

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins: 1066 in UA

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Procedures for sweeping streets and municipal-owned parking lots has been incorporated into the Municipal Stormwater Infrastructure Operation and Maintenance Plan.

Report on street sweeping completed during the reporting period using one of the three metrics below.

○ Number of miles cleaned:		
◉ Volume of material removed:	256	Cubic Yards
○ Weight of material removed:		[UNITS]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

N/A

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Written procedures are currently being drafted.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

All municipal buildings and facilities have been inventoried. Vehicles and equipment to be inventory in the next permit year.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

Written procedures have been prepared for municipal buildings and facilities. Procedures for vehicles and equipment will be written in the next permit year.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

A SWPPP has been prepared for Town facilities, schools, maintenance garages and sheds. The plan shall be included in the Facilities Department Preventative Maintenance System (Asset Essentials) online work order and scheduling system in the upcoming year. This system will create automatic work orders and track SWPPP action items.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed: 28

Describe any corrective actions taken at a facility with a SWPPP:

Outdoor storage behind the Middle School was removed and area will no longer be used for storage.

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

Written procedures and inspection forms have been completed.

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- (•) Not applicable
- ( ) The results from additional reports or studies are attached to the email submission
- ( ) The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure *(18 months)*

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Sean M. Divoll Title: DPW Director

Signature: Sean Divoll Digitally signed by Sean Divoll Date: 2019.09.30 11:37:50 -04'00' Date:

[Signatory may be a duly authorized representative]

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.gov MassDEP: frederick.civian@mass.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

Print Signature Page

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.

Lock Form